

Revised September 12, 2015

**MASSACHUSETTS STATE GRANGE
AGRICULTURE EDUCATION GRANT PROGRAM
FOR
SUBORDINATE AND POMONA GRANGES**

Purpose:

The purpose of the Agriculture Education Grant Program is to assist Subordinate and Pomona Granges with funding **to implement and conduct programs that promote agriculture education in the community(s) the Grange serves.**

Application Process:

There will be two application periods annually. The first application deadline will be April 15 and the second application deadline will be July 15. Any Grange in good standing has the opportunity to apply once per year. Grant proposals must be postmarked or emailed before the application deadline. Please mail or email to the State Grange coordinator.

Proposal Specifications:

Criteria

1. Proposals must be for programs or projects sponsored by the Grange that support agriculture education and must include the community (or some segment of the community). Projects that do not include community involvement will be rejected.
2. Proposals may support an original program idea or a program recommended by the State Grange.
3. Increase awareness and visibility of the Grange
4. Project may be in collaboration with other organizations but must include Grange involvement (multiple Granges could collaborate on larger projects).

Proposal Submissions

1. A written proposal detailing the program or project and indicating how the program or project meets the above criteria and should include explanation of the following:
 - a. The purpose and goal of the project
 - b. Timeline of activity
 - c. Participation of Grange members, community members and/or other organizations
 - d. Budget outline and sources of additional funding
2. Written proposal not to exceed 8 pages.
3. Letters of support or recognition of collaboration by other participating organizations (if appropriate)
4. Signature of the Master or Secretary of the sponsoring Grange indicating the Grange has voted to sponsor and support the proposed project (include the date the vote was taken).
5. List contact information for leader of the project – this will be the primary contact

Use of Funds

1. Funds can be used for:
 - a. Advertisement and/or the development and printing of promotional materials
 - b. Project materials, supplies or rental of equipment
 - c. Event expenses such as speakers, catering, and special services
 - d. Other expenses related to the proposed program or project
2. Use of funds must be outlined in the proposal.
3. Funds cannot be used to pay people to participate in any project or program or to pay the Grange or Grange members to work on or participate in the proposed program or project.

Funding:

The Agriculture Education Grant Program will be funded by the annual budget of the Massachusetts State Grange. The amount of individual grant awards will be based upon the amount of funding requested, the scope of the proposal and the total number of grant requests received.

Notification of Grant:Upon receipt of proposal

The State Grange coordinator will acknowledge receipt of the grant proposal and may request additional information about the proposed project or program.

Proposal review

The program coordinator will review all proposals with the Massachusetts State Grange Executive Committee for final approval. The Massachusetts State Grange Executive Committee reserves the right to decide whether or not to fund projects, and whether to fund them in part or in whole.

Notification

Once the decision is made by the State Grange Executive Committee, a letter will be sent to the Secretary of the Grange notifying the Grange of the decision. The letter will include the amount of grant funds awarded.

Report of Project:

A report on the project is due to the State Grange coordinator within two weeks of the completion of the project. The report is to include:

1. An overview of the success of the project
2. Approximate number of participants or number of people impacted by the project
3. Copies of publicity or promotional materials used (if appropriate)
4. Explanation of the use of the grant funds awarded. Any grant funds not used for the approved project must be returned to the State Grange with this report.

Granges should solicit local press to cover the projects and events the Grange sponsors. We also encourage all Granges to submit articles to the State Grange News about the projects they sponsor.

THE MASSACHUSETTS STATE GRANGE RESERVES THE RIGHT TO SHARE THE RESULTS OF ALL PROJECTS SPONSORED FOR PUBLICITY AND COLLABORATIVE PURPOSES.

Contact Information:

Questions about this grant program or questions regarding how to write up a proposal should be directed to the State Grange Coordinator.

Mail Grant Applications to:

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